

InforME Board Meeting Minutes



Date: **September 24, 2015**
Time: **1:00 PM - 3:00 PM**
Location: **19 Union St, Augusta**

Attendees

Board members present:

Matt Dunlap
Dick Thompson
Tim Poulin
Anne Head
Curtis Picard
Dick Trahey
Kelly Hokkanen
Dan Andrews

Guests and State Agency Members:

Lisa Leahy - Associate Executive Director, ConnectME Authority

InforME Staff:

Kimberly Duplisea
Dominic Eramo

1. Welcome and introductions

2. Adoption of July minutes

As there was no quorum for the meeting, voting on the adoption of the July minutes was postponed.

3. Service Level Agreements

ConnectME Authority Online Grant Reporting and Tracking

InforME General Manager Dan Andrews explained that this application does not require board approval as it will be funded by a time and materials contract; however, It is being taken to the board for discussion prior to moving forward as InforME is proposing to reduce the time and materials fee by 50% due to the public benefit the application brings to the State.

The proposed application would allow grant recipients to provide information to the ConnectME Authority about how they are using their grant money. It will also allow the ConnectME Authority a mechanism to track and report out on how grant money is used.

ConnectME Associate Executive Director Lisa Leahy explained that there are three grant programs utilizing this system which include infrastructure grants, planning grants and municipal gigabit broadband grants.

Board member Dick Thompson commented that two, soon to be three InforME board members are currently on ConnectME authority; Greg McNeal, Dick Thompson, and Denise Garland will be joining soon. He also added that the number of grants may increase as a result of this communication tool especially in Northern Maine and that this project truly has value to the State and to the portal initiative.

Board member Kelly Hokkanen asked for clarification about how the system will work. Lisa Leahy answered that the system will also display information on how communities can get services and she provided handouts regarding benefits of broadband.

Board member Matt Dunlap asked what resources would be needed to bring broadband to the whole state of Maine. Lisa Leahy answered "about \$500-800 million."

The Board provided support for the project.

4. Other business

A. Board Meeting Documents

InforME General Manager Dan Andrews explained that the portal wants to move away from printing paper board documents. A poll will be conducted to the Board members to inquire about the use of tables preloaded with documents.

A discussion was also started by Dan Andrews as to the Board's preference for allowing board members to teleconference for Board meetings. The Board was receptive to this as there are no statutory rules against this.

B. Strategic plan update

InforME Director of Operations & Marketing Kimberly Duplisea introduced the updates to the strategic plan reviewed each of the goals. The objectives outlined will dictate the direction of InforME over the next two years. Many of the objectives seek to strengthen the InforME brand through marketing and service adoption, through new service offerings and through infrastructure updates that position InforME to meet increasing security demands.

C. User needs analysis Update

InforME Director of Operations & Marketing Kimberly Duplisea gave a background on the user needs analysis for 2015 and provided an overview of who was polled and how as well as an outcome of responses. The key findings of the user needs analysis demonstrated the need for InforME to market services and cost-savings that are available to State and Local government, security measures taken to ensure user privacy, and the online applications available to the public.

D. Time and Materials report

InforME Director of Operations & Marketing Kimberly Duplisea reviewed the time and materials funded projects that were completed, in progress, and currently being discussed.

E. Other Discussion - Board Vacancies

Board member Kelly Hokkanen asked about the prospect for obtaining a Judicial Branch Board representative. InforME General Manager Dan Andrews explained that there are

currently three vacancies including the Judicial member, a municipal member, and a member representing a user association.

5. Adjournment 1:50 PM

Motion: Tim Poulin motioned to adjourn the meeting

Second: Kelly Hokkanen

Vote: Unanimous

Next board meeting date

October 22, 2015: 1:00 PM-3:00 PM 19 Union Street, Augusta